



THE NEW
WISHARD

A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.

How to do Business with Wishard?

Lawrence Gossman
Wishard Health Services
Associate Director of Purchasing and Contracting

The Transformation Team is a team of independent contractors working to create the new Wishard.





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SUPPLIER REGISTRATION

- **Registration is required** prior to conducting business with Wishard.
- Wishard's third-party registration provider is VendorMate.
- **Suppliers must wear a VendorMate issued badge while on-site and have an appointment prior to a visit.**
- Register on Wishard website at: www.wishard.edu, click on Vendor Relations (lower right hand corner). Follow the links.
- There is a fee assessed based on answers provided on a questionnaire on the VendorMate site.
- Fees are used to check suppliers against government watch lists and terrorist watch lists.
- Wishard receives no monies from VendorMate and pays no fees to them.
- The site is managed by VendorMate. Technical issues are handled through the toll-free number provided on the website.



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COMPETITIVE PRICING POLICY

- Wishard established competitive pricing guidelines based on State Statute.
- Wishard was exempted from following Statute several years ago except for construction projects which follow the Public Works laws



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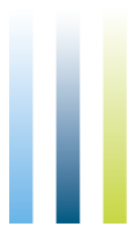
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CONSTRUCTION PROJECTS AT WISHARD HOSPITAL

- All construction projects are subject to the Public Works laws.
- All construction projects **over \$100,000 in construction value** are released for Bid through a competitive Bid process.
- Bids are advertised in the *Indianapolis Star* and the *Indianapolis Business Journal Court and Commercial Record*.
- The **lowest** responsive and responsible bidder is awarded the project.
- When responding to a Bid, it is very important that all required documents, noted in the front end Bid documents, are returned completed as requested.
- Failure to provide the requested documents is considered a non-responsive Bid which cannot be considered for Award.

INTRODUCING NEW PRODUCTS and SERVICES TO WISHARD

- All new products and services are evaluated by the appropriate Value Analysis Team.
- Value Analysis teams are made up of a cross-functional group of Wishard department staff.
- There are 12 established Value Analysis cross-functional teams throughout Wishard.
- Their main focus is evaluating new products and services for fit and function within Wishard.
- To request a review of a **new product** submit the request through www.medapproved.com.
- To request a review of a new service, consult the department head.
- The Value Analysis Facilitator is Patti Maners RN. She meets with prospective suppliers by appointment only.
 - To reach Patti: phone 317-630-7792 or email: patti.maners@wishard.edu.



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PURCHASE ORDERS ARE REQUIRED

- Wishard has a strict institution-wide policy regarding how purchases must be made.
- **All purchases require a purchase order issued by an authorized purchasing agent.**
- Products or services delivered to Wishard without a Purchase Order are considered a gift to the Ezkenazi Health Foundation.
- The PO numbering convention is 4500xxxxxx.



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CONTRACTING WITH WISHARD

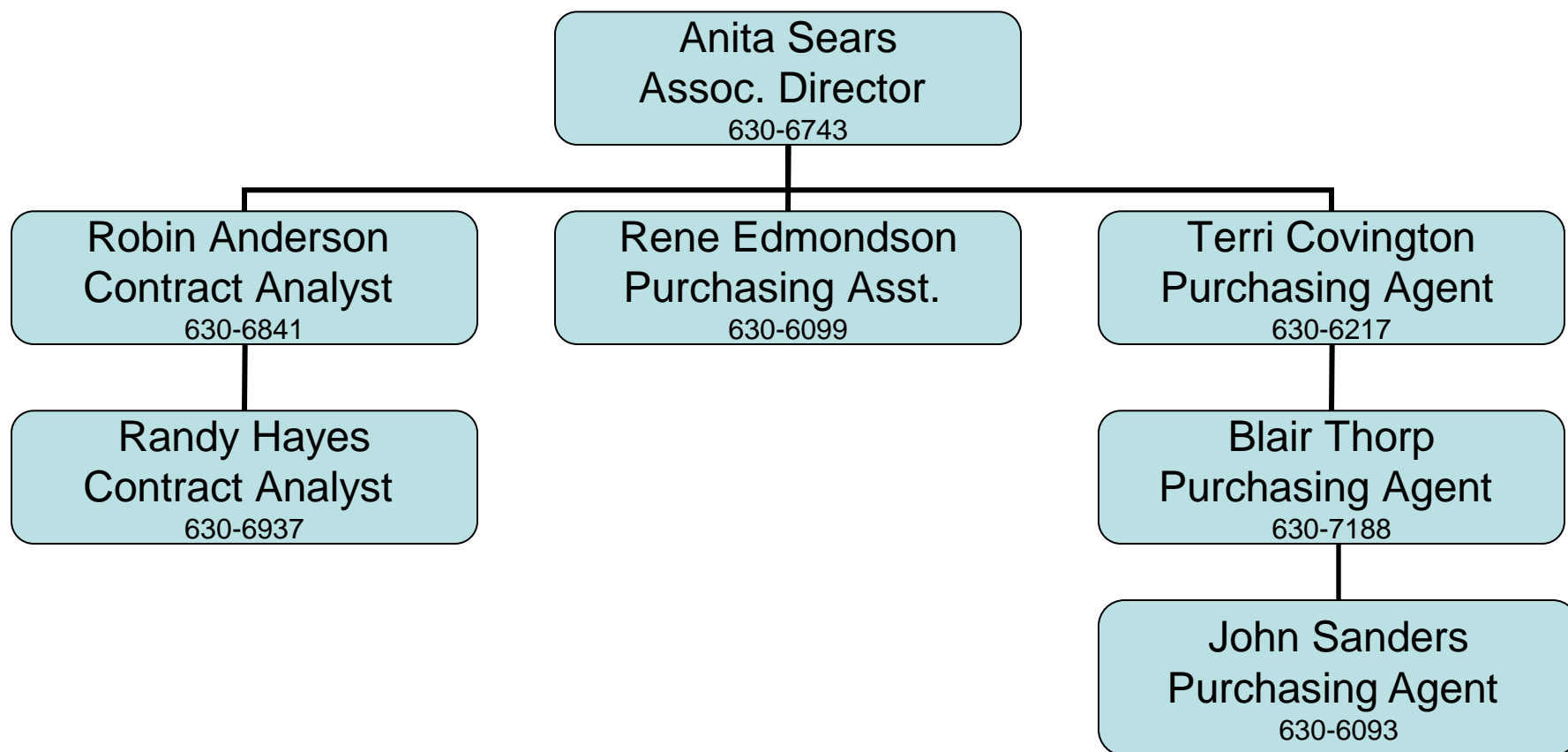
Wishard has a formal contracting process that begins in the Purchasing Department with the Contracting Staff following approval to purchase a product or service from a Value Analysis Team (VAT) or from the department Vice President. For further information on contracting, contact the appropriate Contract Analysts



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